

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 2004

Division: Management Services

Bulk Item: Yes X No     

Department: Administrative Services

---

**AGENDA ITEM WORDING:**

Approval of Fiscal Year 2005 Budget Calendar including dates for all public hearings.

---

**ITEM BACKGROUND:**

Each year the BOCC approves a budget calendar for the coming year.

---

**PREVIOUS REVELANT BOCC ACTION:**

N/A

---

**CONTRACT/AGREEMENT CHANGES:**

N/A

---

**STAFF RECOMMENDATIONS:**

Approval of Budget Calendar

---

**TOTAL COST:** N/A

**BUDGETED:** Yes      No     

**COST TO COUNTY:** N/A

**SOURCE OF FUNDS:** N/A

**REVENUE PRODUCING:** Yes      No X **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty X OMB/Purchasing X Risk Management N/A

**DIVISION DIRECTOR APPROVAL:**

Sheila A. Barker

Sheila A. Barker

**DOCUMENTATION:** Included X To Follow      Not Required     

**DISPOSITION:**     

**AGENDA ITEM #** C31

## FISCAL YEAR 2005 BUDGET TIMETABLE

<u>DATE</u>	<u>ACTIVITY</u>
<b>*Jan. 21</b>	BOCC approves budget timetable.
<b>*Mar 4</b>	Board of County Commissioners Workshop for presentation and direction to staff. ( <u>Harvey Government Center 9 A.M.</u> )
Mar. 09 through Mar. 10	Internal staff presentations (instructions to departments, discussion of budget preparation and format changes).
Apr. 13	Deadline for submission of Internal Service Funds and department (including TDC) budget requests to OMB.
Apr. 26 through Apr 30	Bottom line review by OMB.
May 10 through May 14	Internal budget reviews by Administrator with Divisions and OMB.
May 21	Deadline for <i>final submission</i> to OMB of budgets from departments.
May 31	Submission of budget requests from Sheriff, Clerk of the Court, Tax Collector, State Attorney, Property Appraiser, Housing Authority, Judicial, and Supervisor of Elections to the Administrator. Last date to receive input from Human Services Advisory Board.
July 1	Property Appraiser certifies Assessment of all property values on DR 420.
July 16-20	NACO Conference
<b>*July 14</b>	Tentative budget to be delivered at a regular BOCC Meeting (the budget must be delivered to the Commission no later than July 15 <sup>th</sup> F.S. 129.03) ( <u>Harvey Government Center 9 A.M.</u> )
<b>*July 15</b>	Second day of regular BOCC Meeting
<b>*<u>Jul. 20</u></b>	Discussion of Budget, capital improvements plan, and Proposed Millage Rates with the Board, ( <u>Harvey Government Center 9 A.M.</u> )
<b>*<u>Jul. 23</u></b>	Discussion of Budget, capital improvements plan, and Proposed Millage Rates with the Board, and, if possible, selection of dates, times, and places for public hearings and approval to advise the Property Appraiser of proposed Millage Rates. ( <u>Marathon EOC 9 A.M.</u> )
Aug. 4	Last day to advise Property Appraiser of Proposed millage rate; current year rolled-back rate and the date, time and place of the Tentative Budget Hearing.

\* Involves BOCC

## **FISCAL YEAR 2005 BUDGET TIMETABLE**

- |                  |   |
|------------------|---|
| Aug. 24          | Last day for Property Appraiser to mail out the notice of Proposed Property Taxes (TRIM NOTICES).   |
| <b>*Sept. 8</b>  | First public hearing 5:05 P.M. (between 65 -80 days after the property appraiser certifies the Assessment). To be held in the Lower Keys (Cannot conflict with School Board Hearing) Adoption of Tentative Budget and Millage Rate.     |
| <b>*Sept. 15</b> | Regularly scheduled BOCC Meeting. Second public hearing 5:05 P.M. To be held in the Middle Keys.  |
| <b>*Sept. 21</b> | Final public hearing 5:05 P.M. (to adopt a final budget and Millage Rate. Must be held within 15 days of First Hearing with proper advertisement of meeting. To be held in the Upper Keys. (Cannot conflict with School Board Hearing). |